

CITY MANAGER'S REPORT TO CITY COUNCIL APRIL 2012



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Buildings and Facilities Capital Projects

- *New Courts Facility* – Design in process. One hundred percent (100%) design drawings expected May 23. Groundbreaking ceremony conducted on May 1, 2012. Civil/Site work contract awarded to Buchanan & Rice. Site work and grading to begin week of May 7.

Transportation Capital Projects

- *Right Turn Lane on Southpark Boulevard at Dimmock Parkway, UPC 97692* – Construction complete. Warranty period began May 2012.
- *Boulevard/Government Center Enhancement – Transportation Enhancement Program, UPC 7822* – Construction complete.
- *Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) UPC 3945, 90374, 52434* – *Urban and CMAQ Programs* – Design and right of way acquisition in process. City is currently reviewing 90% Design package from Lochner. Legal assistance sought right of way acquisition for 5 parcels. Construction start anticipated Summer 2012.
- *Demolition of 600 & 602 Boulevard (as part of Boulevard/Dupuy Widening Project)* – Construction complete. Minor site grading and seeding along with installation of fencing remains to be completed.
- *Safe Routes to Schools- Phase 1 and 2, UPC 87317 and 93211* – Construction complete. Colonial Heights approved for another phase. Design start anticipated June 2012. Construction start Fall 2013.
- *Temple Avenue Signal Coordination, UPC 98883 (CMAQ program)* – Intergovernmental agreement in process. Design start anticipated Fall 2012.
- *Temple Avenue & Dimmock Parkway Left Turn Lane, UPC 97691 (CMAQ Program)* – Design in process.
- *Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)* – Design in process.
- *Dupuy Avenue Modernization, UPC 101287* – Contract awarded to Lochner, Inc. Design and Right of Way acquisition in process.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation Capital Projects (Continued)

- *Lakeview Avenue Modernization, UPC 101288* – Contract awarded to Bowman Consulting. Design and Right of Way acquisition in process.

Utilities Capital Projects

- **Hrouda Pump Station Upgrades** – On hold.
- **Boulevard Water and Sewer Replacement** – Design in process.
- **Lakeview Avenue Water and Sewer Replacement** – Design in process along with Lakeview Avenue Modernization project.
- **Dupuy Avenue Water and Sewer Replacement** – Design in process along with Dupuy Modernization project.
- **Franklin Avenue Sewer Replacement** - In-house design for approximately 450 linear feet of 8-inch sewer in process.

Plan Reviews

- Received seven (7) plans and reviewed seven (7) plans.

Right-of-Way Permits

- Issued seven (7) permits and closed out five (5) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting - 49 locations.
- Preventative maintenance - 4 locations.
- Installed illuminated message sign at I-95 and Temple Avenue.

Vegetation

- Removed litter from (17) locations, and responded to (07) litter miscellaneous/dead animal requests.
- Trimmed tree limbs from (03) location, removed tree in street from (01) location and responded to (01) tree miscellaneous request.
- Cut and trimmed grass at (79) locations and sprayed weed killer at (04) locations.

Recycling Center

- 376 citizens used the Recycling Center to dispose of Category 1 Materials, brush, Hurricane debris, metal products and other recyclable materials.

Storm Water and Drainage

- Cleaned (20) catch basins, (17) drainage ditches, (04) drainage pipes, and responded to (04) miscellaneous drainage request.
- Repaired (02) storm sewers, and (02) catch basins.
- Checked Swift Creek and Appomattox River Outfalls.
- Placed topsoil/seed at (03) locations and gravel in sinkholes at (02) locations.
- Sweeper swept (64) locations collecting (94) cubic yards of debris.
- Concrete Crew repaired/replaced (99) feet of Curb and Gutter at (06) locations and (47) feet of sidewalks at (05) locations and responded to (01) miscellaneous concrete request.
- Continued cutting beaver dams that are blocking water flow off Wakefield Avenue drainage ditch.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Transportation

- Placed Asphalt in (16) potholes, (03) utility cuts, (06) new curb and gutters, (03) driveways, (05) low area, and responded to (02) asphalt miscellaneous request.
- Assisted Fire Department with oil spill by placing sand on street at West and Hargrave Avenues and supplied barricades and barrels to block traffic at Conduit Road and Ellerslie Avenue due to a house fire.
- Assisted Engineering Division with asphalt test holes at (06) locations.

Wastewater Utility

- Responded to (05) sewer backups, flushed (02) main lines, installed (05) sewer cleanouts, flushed drains at the animal shelter, repaired (02) sewer mains, (01) lateral, (1) manhole casting, replaced (03) cleanout tops and responded to (03) miscellaneous requests.
- Camera sewer main line at (01) location.
- Removed debris from pumps and replaced flood lights at Main Pump Station.
- Continued fueling by-pass pump and cleaned debris from check valve at Hillcrest Pump Station.
- Removed debris from pumps at Charles Dimmock Pump Station.
- Cut grass around pump stations and water towers.
- Continued checking all pump stations and methane pump daily.

Water Utility

- Replaced (09) and set (01) new meters, replaced (02) meter tops, cleaned (02) boxes, repaired (01) service line, installed (01) meter setter, raised (01) meter box and responded to (04) miscellaneous water requests.
- Raised a valve box on Southpark Boulevard near Wal-Mart.
- Turned water off at (01) location, line broke under house.
- Installed new water service and set new meter box at (01) location.
- Flushed hydrant to clear discolored water on Lakeview Park Road.
- Cleaned, lubricated and replaced caps on Fire Hydrant on Charles Dimmock Parkway.
- Backflow/Cross Connection Technician conducted (102) surveys, (59) completed, (43) incomplete and assisted with locating underground utilities performing (7.5) hours.
- Welcome two new Utility Technicians, Wilbur Sheppard and Edward Nye to the Public Works team on April 25, 2012.
- Collected weekly routine water samples, performed THM's, HAA's sent to Appomattox River Water Authority's (ARWA) and performed bacterial sample, disinfected by products sent to Richmond lab for testing.
- Miss Utility locating required (180) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT:

| | Month | YTD |
|--|--------------|--------------------------------------|
| 1. Fence Permits | 4 | 11 |
| 2. New Sign Permits | 12 | 28 |
| • Primary Health Care – 930 South Avenue (2), Suite 11 | | • Home Depot – 2600 Conduit Road |
| • VA Taekwon Do Instruction – 2203 Boulevard | | • Michaels – 90 Southgate Square |
| • United Refrigeration – 1104 W. Roslyn Road (2) | | • Shumate Automotive – 225 Boulevard |
| • Pickwick Laundromat – 35 Pickwick Avenue | | • Lucky Garden – 36 Pickwick Avenue |
| • Helzberg Diamonds (3) – 690 Southpark Boulevard | | |

II. PLANNING & COMMUNITY DEVELOPMENT (CONTINUED):

3. Neighborhood Revitalization –

| | | |
|---|----|----------|
| 2011 Emergency Home Repair Rehabilitation funding | | \$52,291 |
| Repairs Completed | #6 | \$48,451 |

- 326 Battery Place – new roof, flooring, walls and ceiling repairs - \$7,860
 - 161 Windsor Avenue - patch and paint roof, front door and flooring repair - \$7,980
 - 315 Plumtree Avenue - new roof, replace front steps, add railings on front and back deck- \$7,310
 - 138 Charlotte Avenue- rebuild back deck and add handicap ramp - \$7,870
 - 403 Highland Avenue – bath accessibility and new fixtures - \$3,725
 - 109 Brookhill Court – new roof, gutters paint and repair fascia - \$13,706
 - 156 Roanoke Avenue – new roof and electrical work - \$3,840
- | | |
|-----------------------------------|----|
| Repairs in the Works | #0 |
| 2011 Applications being processed | #0 |
- The 2011 Program Year is complete. In total, seven (7) grant recipients received an emergency home repair. Applications for the 2012 Program Year will be available June 1, 2012.

4. Zoning Property Maintenance

| Property Maintenance | | | Zoning | | |
|---------------------------|-------|-----|---------------------|-------|-----|
| | Month | YTD | | Month | YTD |
| Total Inspections | 7 | 39 | Total Inspections | 0 | 26 |
| Violations | 6 | 23 | Violations | 0 | 23 |
| Violations Resolved | 5 | 17 | Violations Resolved | 0 | 14 |
| House # Violations | | | Tall Grass | | |
| | Month | YTD | | Month | YTD |
| Total Inspections | 0 | 3 | Total Inspections | 143 | 157 |
| Violations | 0 | 3 | Violations | 93 | 104 |
| Violations Resolved | 0 | 3 | Violations Resolved | 50 | 51 |
| Inoperable Motor Vehicles | | | Building Code | | |
| | Month | YTD | | Month | YTD |
| Total Inspections | 9 | 62 | Total Inspections | 10 | 17 |
| Violations | 8 | 50 | Violations | 3 | 9 |
| Violations Resolved | 6 | 33 | Violations Resolved | 6 | 8 |
| Signs | | | Other | | |
| | Month | YTD | | Month | YTD |
| Total Inspections | 18 | 45 | Total Inspections | 4 | 9 |
| Violations | 18 | 42 | Violations | 1 | 2 |
| Violations Resolved | 14 | 36 | Violations Resolved | 0 | 1 |

5. Building Inspections

| | Month | YTD |
|--|-----------|-------------|
| New Construction Inspections | 167 | 804 |
| Permits for new Residents | 0 | 0 |
| Cost New Homes | \$0 | \$0 |
| Existing House & Maintenance Additions | 9 | 31 |
| Demolitions | 1 | 1 |
| Permits for Commercial | 5 | 18 |
| Cost for Commercial | \$741,900 | \$1,820,332 |
| Plumbing Permits Issued | 10 | 51 |
| Electrical Permits Issued | 12 | 61 |
| Mechanical Permits Issued | 7 | 32 |
| Swimming Pool Permits Issued | 0 | 1 |
| Inoperative Vehicles Towed | 0 | 0 |
| Letters on Water Cutoff | 0 | 0 |
| Court Cases | 0 | 0 |

Rental Inspections

| | Month | YTD |
|-------------------------|-------|-----|
| Total Units Registered | 0 | 0 |
| Total Units Inspected | 0 | 31 |
| Dwellings | 0 | 11 |
| Duplex | 0 | 20 |
| Apartments | 0 | 0 |
| First Inspection | | |
| Passed | 0 | 31 |
| Failed | 0 | 0 |
| Second Inspection | 0 | 0 |
| Passed | 0 | 2 |
| Failed | 0 | 0 |
| Re-Inspection – Phase 1 | 10 | 88 |
| Passed | 10 | 24 |
| Failed | 0 | 64 |
| Apartments | | |
| No. of Units Certified | 0 | 0 |

III. POLICE DEPARTMENT:

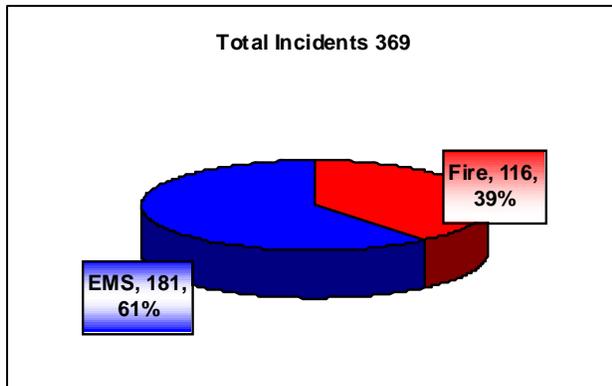
- ✓ Our officers responded to 3,703 calls for service during the month of April, 2012. During the same month last year, we responded to 4,043 calls for service—an 8% decrease. One (1) robbery was reported this month; however, there were none reported in 2011—a 100% increase. There were five (5) reported aggravated assaults this April, and one (1) reported during the month of April, 2011—an 80% increase. We responded to three (3) burglaries in April, 2012, compared with a response to three (3) burglaries during the month of March, 2011— no change. There were 88 Part I, or serious, crimes reported to the Colonial Heights Police Department in April, 2012. Sixty-eight (68) of those, or 77%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ This past month we saw an increase of 27% in our overall arrests—going from 248 in April of 2011 to 339 in 2012. Calls and arrests for larcenies and shoplifting continue to climb.
- ✓ During the month, we were pleased to welcome to our police family Keegan Liam Early, born to Stephanie and Keith Early on April 12th, weighing in at 8 pounds. Congratulations to the proud parents.
- ✓ Preparations are in the final stages for this year’s Law Enforcement Memorial Breakfast to be held on May 9th at the Hopewell Moose Lodge. We are proud to be hosting the event this year and look forward to a good turnout.
- ✓ Our **Operations Bureau**, commanded by Captain Keith Early, reports that Patrol had another month of good, solid police work. Officers are continuing to conduct extra patrols in all city parks and public facilities. Officers are also stepping up efforts to enforce school bus violations throughout the city.
- ✓ We are also proud to report that Senior Officer Mike Foster was recently chosen by the American Legion as the *Police Officer of the Year*.
- ✓ Our **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, reported that our certified police officer applicant has finished all physical, psychological and polygraph testing. We are now awaiting all paperwork, which should be received in the next few days. The *Drug Take-Back Day* was a great success, with over 200 pounds of prescription medicines turned in. Our next big event will be the Special Olympics *Torch Run* in June.
- ✓ Our **Investigations Division** had another busy month. Lt. Bill Anspach, who has taken over supervisory duties while Sgt. Early is out on maternity leave, hit the ground running. He reported that there were 31 new cases assigned, with 24 cleared—for a clearance rate of 77%. Cases which were assigned included burglaries, grand larceny, robbery, death investigations and sexual assaults. Because of great police work by Lt. Anspach and Det. Thad Johnson, along with the assistance of several outside agencies, we were able to clear the Dress Barn robbery very quickly. Sr. Officer Travis Karr of our **Street Crimes Unit** cleared several cases involving marijuana possession and prescription fraud. Sr. Officer Karr also cleared the sexual assault case at American Family Fitness.
- ✓ Overall, we made 339 arrests for the month, to include 32 felonies and 117 misdemeanors; worked 104 crashes; wrote 691 traffic citations; gave 746 verbal warnings; affected 22 DUI arrests, 41 drug arrests and issued 57 parking citations.
- ✓ Our **Auxiliary Police** volunteered 171 hours during the month. Duties included the firing range, bike patrols and traffic control, academy in-service and ride-alongs. **Sentinels** volunteered 17 hours of extra patrol service for the month.
- ✓ **Officer David E. Gallagher** has been selected as our *Employee of the Month* for March, 2012. Officer Gallagher had a very busy month. He was able to clear two major cases in March—a fraud case involving a counterfeit check passed at New #1 China restaurant, and a breaking and entering case involving a false report made by an active duty military suspect. In the counterfeit check case, Officer Gallagher was able to identify both suspects and provide a photo line-up for the victim, resulting in two arrests. In the aforementioned breaking and entering case, an alleged

III. POLICE DEPARTMENT (CONTINUED):

“victim” reported that thousands of dollars of military equipment had been stolen from his shed. In actuality, the alleged victim had pawned the military equipment at a pawn store located in Hopewell. Through his investigation and collaboration with the Fort Lee Police Department, Officer Gallagher obtained enough evidence to charge the victim with filing a false police report. Officer Gallagher was also assigned 16 new cases during March, of which he cleared 13, for a clearance rate of 75%. In addition, he issued 27 traffic summonses, investigated 13 vehicle crashes and made 10 misdemeanor arrests during March, 2012.

- ✓ For his initiative and diligence, we feel that Dave Gallagher has earned the distinction of being selected as our *Employee of the Month* for March. He received a gift certificate for Buffalo Wild Wings.

IV. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 116

Total EMS Patients: 181

(Total EMS incidents 253)

Fire units arrived on scene in less than 9 minutes on 90% of emergency incidents. (average response time 5:54 minutes)

EMS units arrived on scene in less than 8 minutes on 90% of emergency incidents. (average response time 5:17 minutes)

Fire Division (number of incidents):

| <u>Fires</u> | | <u>Hazardous situations</u> | | <u>Service calls and false calls</u> | |
|---|----|---------------------------------------|---|--------------------------------------|----|
| Building Fire | 2 | Electrical Problem | 2 | Good Intent Calls | 29 |
| Vehicle Fire | 2 | Power Line Down | 4 | Public Service | 39 |
| Brush Fire | 14 | Chemical/gasoline Spill | 4 | Alarm Activation (no fire) | 6 |
| Other fire | 1 | Gas Leak | 2 | Child Seat Installation | 7 |
| | | Other Hazardous Situation | 1 | Smoke detector installation | 3 |
| M/A EMS First Responder to Chesterfield | 8 | M/A received from Chesterfield Fire | 2 | | |
| M/A to Chesterfield Fire | 2 | M/A received from Fort Lee Fire | 2 | | |
| M/A to Petersburg Fire | 1 | M/A received from Crater Haz-Mat Team | 2 | | |
| M/A to Prince George Fire | 2 | | | | |
| M/A to Crater Haz-Mat Team | 1 | | | | |

EMS Division (number of patients):

| | | | | | |
|----------------------------|----|----------------------------|---|-----------------------------|----|
| Abdominal pain | 17 | Diabetic Hyperglycemia | 3 | OB/GYN - hemorrhage | 2 |
| Allergic Reaction | 1 | Diabetic Hypoglycemia | 6 | OB/Pregnancy – non delivery | 1 |
| Altered Mental Status | 9 | Alcohol Abuse | 1 | Obvious Death | 1 |
| Asthma | 3 | Fever | 1 | Pain | 9 |
| Back pain | 2 | G.I. Bleeding | 1 | Poisoning/Drug ingestion | 1 |
| Behavioral/Psychiatric | 3 | General Malaise | 1 | Respiratory Distress | 16 |
| Cancer | 1 | Headache | 3 | Seizure | 4 |
| Cardiac Arrest | 5 | Hypertension | 3 | Sting/Venomous Bites | 1 |
| Cardiac Rhythm Disturbance | 6 | Hypotension | 3 | Stroke/CVA | 4 |
| Chest Pain | 15 | Nausea/Vomiting | 9 | Syncope/Fainting | 5 |
| Congestive Heart Failure | 1 | Near Syncope | 1 | Traumatic Injury | 43 |
| COPD | 1 | No Apparent injury/illness | 4 | Weakness | 7 |
| Dehydration | 3 | OB/GYN – unspecified | 1 | Other | 37 |

IV. FIRE & EMS DEPARTMENT (CONTINUED):

| | | | |
|--------------------------|---|------------------------------------|---|
| M/A to Petersburg EMS | 2 | M/A received from Petersburg EMS | 7 |
| M/A to Dinwiddie EMS | 1 | M/A received from Chesterfield EMS | 1 |
| M/A to Prince George EMS | 2 | M/A received from Fort Lee EMS | 5 |

| EMS Transports (by facility) | | |
|-------------------------------------|------------|-------------|
| Southside Regional Medical Center | 133 | 73% |
| John Randolph Medical Center | 23 | 13% |
| CJW Center –Chippenham Campus | 13 | 7% |
| St. Francis Medical Center | 5 | 3% |
| VCU Health Systems | 7 | 4% |
| Total: | 181 | 100% |

V. FINANCE DEPARTMENT:

Finance - Checks processed: 1,172

One alarm citation was processed during April.

Purchasing - 203 total purchase orders completed with 151 being processed by the purchasing and 52 departmental purchases being reviewed as compared to 170 being completed for the same period in 2011. In addition, 172 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- **Invitation # 12-02203-999 – On Call Contract for Environment Contract**, issued - October 26th, with proposals due December 2nd. Interviews were held during January 2012, and contract negotiations were completed during Feb 12. The contract was signed during February 2012, and purchase orders will be issued as needed.

Other Purchasing Activity:

- GPS tracking device system purchased for Fire Department.
- Purchase Order issued for the removal/trimming back of various trees in the City.
- Quote issued for the printing/ mailing of “The City Focus”.
- Reviewing notice of change in Certificate of Insurance policy that will go into effect on July 1, 2012.
- Contacted outside vendor about termite swarming at City Hall.
- Attended vendor expo for various vendors (ECK Supply, Fastenal, United Refrigeration, and Heroes Apparel).

Risk Activity:

- Two City police vehicles damaged in a pursuit. One repaired by City personnel, with one requiring local vendor assistance.
- Rock from City mower caused minor damage to residential siding.
- Recreation trailer vandalized with spray paint.
- Leaking insecticide tank discovered on Conduit Road. Cleanup vendor called in for specialized cleanup.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,605

Delinquent Notices Sent –752 or 20% with 118 cut off for nonpayment.

VI. HUMAN RESOURCES DEPARTMENT:

Advertisements

| <u>Department</u> | <u>Position</u> |
|-------------------|---------------------------|
| Fire & EMS | Communications Supervisor |

VI. HUMAN RESOURCES DEPARTMENT (CONTINUED):

Applications & Testing

Total applications received for the following position recruitment:

Communications Supervisor 38

Training

- ☆ New employees continue to complete required ICS and VML University on-line training courses.

Miscellaneous

- ☆ The following employee orientation and exit interview sessions were held in April 2012:

Orientation

Eddie Nye - Utility Technician

Wilbur Sheppard - Utility Technician

Jeri-Ann Tomlin - Legal Secretary

Exit Interview

Hillary Crowell - Communications Supervisor

Worker's Compensation

- ☆ The following workers' compensation reports were filed during the month of April 2012:

| <u>Date</u> | <u>Department</u> | <u>Description of Injury</u> |
|-------------|-------------------|--|
| 04/05/12 | Fire | Hit right elbow on metal rail while setting up test site. |
| 04/09/12 | Fire | Upper back muscle pulled while lifting patient on stretcher. |
| 04/18/12 | Police | Slipped on wet floor and hit head on door frame. |

VII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, www.colonialheightsva.gov, had 70,197 page views in the month of April.

| | |
|---|---|
| <p>Top five website modules accessed:</p> <ol style="list-style-type: none"> 1. Photo Gallery 2. Calendar 3. Notify Me 4. Archive Center 5. Facilities Directory | <p>Top five pages visited after home page:</p> <ol style="list-style-type: none"> 1. Library 2. Real Estate Records 3. Recreation & Parks 4. Yard Sales 5. Sports, Athletics & Fitness |
|---|---|

- ☆ Citizens submitted and city staff processed 300 service requests and questions through the "Let Us Know" module during the month of April. The FAQs were viewed 441 times during this same period.
- ☆ The City of Colonial Heights' Facebook Page now has 2,195 fans.
- ☆ Proactive Information Management completed 54.37 hours of IT service and maintenance for City departments this month.

VIII. LIBRARY:

- The library staff circulated 17,220 titles in April.
- The public computer center was used 1,787 times.
- 313 children participated in story time.
- 159 residents registered for new library cards, an average of 516 residents used the library each day.
- The library's meeting rooms were used 112 times.
- 4,020 residents visited the Colonial Heights Virtual Library to retrieve 800 articles from their homes and offices.

IX. RECREATION & PARKS DEPARTMENT:

Recreation Division

In April the Recreation Division began its Youth Baseball Season. Practices started the first week in April and for the first time we held an Opening Day event at Shepherd Stadium that included player introductions and games. We held local Hershey Track and Field and Pitch, Hit and Run competitions with record numbers as well. The Skate Park received needed repairs and enhancements and will be re-opened in early May to patrons. Final preparations are being made for our Summer Playground Program and Youth Sports Camps.

| Athletics | 2012 | 2011 |
|---------------------------------------|-------------|-------------|
| Adult Softball | 27 | 21 |
| Baseball Rookie (ages 4-5) | 49 | 75 |
| Baseball Coach Pitch (ages 6-8) | 143 | 123 |
| Baseball Minor League (ages 9-10) | 96 | 88 |
| Baseball American League (ages 11-12) | 66 | 72 |
| Baseball National League (ages 13-15) | 60 | 53 |
| Softball Pee Wee League (ages 9-10) | 48 | 54 |
| Softball Junior League (ages 11-12) | 46 | 52 |
| Softball Senior League (ages 13-15) | 36 | n/a |
| Track and Field Program | 46 | 34 |
| Hershey Track and Field Local event | 72 | 45 |
| Pitch, Hit and Run Local event | 44 | 2 |
| Swim Lessons | 12 | 13 |
| Activities/Programs | 2012 | 2011 |
| POWER | 1 | 6 |
| Little Tikes Preschool | 2 | 10 |
| Little Tikes Gym | 8 | n/a |
| Counselors in Training | 5 | n/a |
| Building a Better Budget | 5 | n/a |
| Spring Break Activities | 9 | 22 |
| Teen After School Program | 4 | 13 |
| Instructor Based Programs | 2012 | 2011 |
| Belly Dancing | 4 | 14 |
| Karate | 23 | 19 |
| Zumba | 26 | 25 |
| Cardio Fusion | 14 | 36 |
| Facility Usage | 2012 | 2011 |
| Community Room Attendance | 800 | 1,285 |
| Community Room Reservations | 21 | 27 |
| Pavilion Attendance | 1,935 | 2,358 |
| Pavilion Reservations | 32 | 34 |
| Field Attendance | 1,878 | 354 |
| Field Rentals | 10 | 5 |
| Teen Center Attendance-CHHS Students | 51 | 35 |
| Teen Center Attendance-CHMS Students | 338 | 236 |

Parks – Horticulture – Buildings & Grounds

- Prepared ball fields as needed for practices and games
- Prepared fields and provided manpower for Beast of the East tournament
- Built forms and poured concrete for disc golf tees at White Bank Park
- Power wash brick wall and timbers, and prepared beds at entrance to Ft Clifton in preparation of Arbor Day program for Ft Clifton Festival.
- Replaced cable fence with board fence at Lakeview Park
- Replaced rotted wooden platform at Ft Clifton
- Had rock delivered to Ft Clifton and re-graded roads
- Weeded, trimmed, and mulched all beds as needed
- Installed landscape rock at Marvin Ave and Arlington Ave site. Installed memorial plaque on rock
- Transplanted Red Bud tree from Community Building to Flora M Hill Park

Violet Bank Museum

| | 2011 | 2012 |
|---------------------|-------------|-------------|
| Attendance | 259 | 199 |
| Attendance Outreach | 300 | 155 |

- Participated at Four outreach programs; Tredegar's Civil War Days, Ettrick Celtic Festival, James Monroe Commemoration & Petersburg Home for Ladies
- Collection work and program preparation

IX. RECREATION & PARKS DEPARTMENT (CONTINUED):

Agency on Aging

| Agency on Aging Activities | 2012 | 2011 |
|------------------------------------|-------------|-------------|
| AARP | 38 | 36 |
| Bingo in Center | 92 | 88 |
| Bowling | 194 | 190 |
| Bridge Party | 64 | 92 |
| Bridge Tournament | 104 | 96 |
| Crochet & Knitting | 72 | 48 |
| Golf at Prince George | 480 | 478 |
| Senior Club Meeting | 128 | 145 |
| Club Board Meeting | 12 | 9 |
| Senior Citizen Dance | 86 | 61 |
| Sing A-Long | 45 | 48 |
| Sing A-Long-CH Health Center | 12 | 14 |
| Table Games | 4 | 9 |
| Awareness/Education | 2012 | 2011 |
| Career Day | 46 | 0 |
| Chronic Wellness | 12 | 0 |
| Speaker | 30 | 15 |
| TRIAD | 0 | 32 |
| Classes | 2012 | 2011 |
| Craft Class | 8 | 13 |
| Crafts Easter Eggs Hunt | | |
| Volunteers | 0 | 12 |
| Line Dance Class | 6 | 52 |
| Gems by James | 14 | 0 |
| Mary Carole Workshop | 0 | 51 |
| Painting Class Kay Tirpak | 18 | 16 |
| Painters Group | 42 | 28 |
| Splash of Color | 16 | 18 |
| Sewing Class | 12 | 0 |
| Tap Class Intermediate & Beginners | 93 | 82 |
| Tap Class Advance | 104 | 112 |
| Quilting Class | 85 | 16 |
| Quilters Retreat | 0 | 21 |
| Watercolor | 14 | 12 |
| Fitness | 2012 | 2011 |
| Strength Training Class | 95 | 189 |
| Sit Down Exercises | 208 | 240 |
| Floor Exercises | 30 | 135 |
| Yoga | 73 | 85 |
| Zoomer Boomer | 138 | 255 |
| Tai Chi | 56 | 52 |
| Trips | 2012 | 2011 |
| Garden Trip | 0 | 8 |
| Savannah Trip | 0 | 45 |
| From the Heart | 0 | 12 |
| Museum Trip | 7 | 10 |
| Riverside Theater | 13 | 0 |
| Total | 2451 | 2825 |

Agency on Aging – continued

| Meals | 2012 | 2011 |
|-----------------------|-------------|-------------|
| Home Del Meals | 11 | 0 |
| Site Meals | 147 | 149 |
| Breakfast Meals | 0 | 0 |
| Bags | 0 | 0 |
| Total | 158 | 149 |
| Transportation | 2012 | 2011 |
| Total Passengers | 66 | 85 |
| Total Trips | 452 | 468 |
| Total Miles | 2395 | 2068 |
| New Riders | 4 | 0 |
| Wheelchairs | 17 | 15 |
| Volunteer Hours | 8 | 6 |
| Donations | \$250.00 | \$213.00 |

X. OFFICE ON YOUTH & HUMAN SERVICES:

YAC Activities

- 18 YAC Members and YAC advisor attended monthly meeting
- 3 YAC Seniors applied for the “Coleman Voice of Youth” Scholarship
- 9 YAC Members and Advisor did quarterly James Avenue clean up
- 2 YAC Members and Advisor planted pinwheels for Child Abuse Prevention Month
- 10 YAC Members and Advisor helped with Health and Wellness Fair
- 10 YAC Members and Advisor participated in City-Wide Clean Up
- 5 YAC Officers and Advisor met to plan upcoming meeting
- 12 YAC Members and Advisor cheered for Special Olympics Area 16 Invitational

Youth Service Commission

- Held monthly meeting.

Substance Abuse Prevention Activities

- 20 Teens received VaABC, VASAP, MADD, AAA, State Police information when they received their driver’s license

Kids’ After School Program

- Served 53 youth with 15+ volunteers assisting at each location. Special activities included a Talent Show, Kickball Game with all 3 schools participating and Sportable.

Ongoing Monthly Meeting/Trainings

- Operation Christmas Child
- Family Assessment Planning Team
- CANS Training for FAPT
- Interagency Prevention Team
- CADRE Coalition Meeting
- Juvenile and Domestic Violence Task Force
- Attended “Domestic Violence in the Workplace” Training
- Attended “VCU Alcohol Research Center Seminar” by Dr. Victor Hesselbrock
- Positive Parenting Coalition
- Colonial Heights School Board Meeting
- Comprehensive Services Policy & Management Team
- SAFE Board Meeting

Diversion Program Participation

Parenting

- 3 families completed “Parenting with Love & Limits”

Community Service

- 16 youth completed 193 hours of Community Service

Shoplifting Diversion

- 24 youth and parent attended the Shoplifting Diversion Program

Anger Management

- 3 youth completed Anger Management Classes

Substance Abuse Education

- 19 youth participated in Substance Abuse Education

Presented agency information at Career Day for Colonial Heights Middle School.

XI. FLEET MAINTENANCE:

| | # Workorders | Total | Sublet | Sublet total |
|------|---------------------|--------------|---------------|---------------------|
| 2012 | 74 | \$25,840.14 | 9 | \$1,182.02 |
| 2011 | 82 | \$14,721.46 | 5 | \$5,521.86 |

Most of the repairs are normal maintenance issues with the exception of replacing the cam shaft in Quint 2 and replacing a cylinder in the extend boom on the back hoe.

The sublet repairs consist of:

| | |
|-----------------|--------|
| Alignment | 345.15 |
| Tire Repairs | 474.58 |
| Glass | 327.29 |
| Radiator Repair | 35.00 |